

LEASING PROPOSAL REQUEST

Department of Correction
Washington County, Johnson City

| | |
|---|--|
| Agency, Office Name | Department of Correction, Day Reporting Center and Community Resource Center |
| Principal Use Office/Warehouse/Other | Office and Classrooms for Training |
| Employee Headcount at Premises | 18 |
| Transaction Number | 17-01-912 |

| | <u>Desired</u> | <u>Alternates Accepted</u> |
|---|--|--|
| Service Area and Boundary Requirements | MANDATORY: Within Johnson City, Washington County and within walking distance to <u>public transportation or busline</u> . | Alternates will NOT be accepted |
| Parking Requirements | MANDATORY: (a) Tenant will require, at a minimum, paved and striped parking. The parking provided shall include handicap parking and meet the relevant code requirements. (b) A minimum of 48 Spaces -- preferably in two (2) lots adjacent to leased space with 30 spaces for clients and 18 for personnel with separate entrances. Any secured parking needs will be billed as an agency expense. | (a) Alternates will NOT be accepted |
| Usable & Rentable Contiguous Square Footage | Estimated needed square footage is between 9,800 – 10,400 USF not including restrooms, mechanical rooms, janitor closets, telecom closets or vestibules. The State intends “contiguous” to mean space that is adjacent on a single-level, ground floor level. It is estimated that the rentable square footage may fall between 10,800 – 11,400 RSF. Proposals outside of a 5% deviation (up) are considered “Alternates”, and may be rejected. The actual square footage required will be determined by programming and space planning. | |
| Special Buildout and Other Specifications | (a) MANDATORY TURN-KEY BUILDOUT NOTE: State Fire Marshall Office approval or Non-Review Letter is required for all State leased spaces. | (a) Alternates will NOT be Accepted for Turn-Key buildout |

| | | |
|--|--|--------------------------|
| | <p>(b) Tenant desires a buildout in accordance with the specifications set forth in Exhibit D of the proforma Lease, along with the Agency programming needs identified in Schedule 1. These specifications should be used to develop plans and estimate costs. The proposed rental rate should include the cost of the buildout; the State does not desire a Tenant improvement allowance.</p> <p>(c) SEE SCHEDULE 1 attached for more detailed agency specific needs analysis and specifications.</p> | and SFMO approval |
| Term Length | Tenant requests a Five (5) year lease term or a Five (5) year lease term with a Five (5) year Option for Renewal. | |
| Commencement Date | On or before June 1, 2018 | |
| Termination Options | Tenant 90 days for convenience as identified in <u>Block 6 of the proforma lease page 1</u> and <u>ProForma Lease Exhibit A, 5. Termination for Cause.</u> | |
| Terms and Conditions | As set forth in Pro Forma Lease. A copy of the Pro Forma lease form can be found at www.TNRFP.com under "Standard Forms" below Prospective Bidders registration information. | |
| Utility, Services and Other Costs | <p>OPERATING EXPENSES: Tenant desires a full-service gross lease with no pass- through of operating expenses. <u>The base rent should include all operating expenses.</u></p> <p>*The State may consider a modified gross lease. However, operating expenses for (i) utilities and (ii) janitorial should be itemized for evaluation purposes. A modified gross lease for utilities may only be considered if all utilities are separately metered.</p> | |

Communications:

Interested parties must direct all communications regarding this procurement to the Wendy Wisniewski, State Leasing Agent, who is the State's official point of contact. **Email is the preferred form of communication.**

Name: Wendy Wisniewski
Phone Number: 615-806-5501
Email: Wendy.Wisniewski@tn.gov

Submittal Deadline and Format:

The completed "Lease Proposal Form" must be submitted **No later than June 8, 2017 at 2:00 pm (Central Time):**

Submittals must be received via either:

(a) Email: **RFP.Coordinator@tn.gov**

Or

(b) Printed copy to:

Department of General Services/STREAM

Attn: Nickie Smith – Procurement Officer

William R. Snodgrass Tennessee Tower 3rd Floor

312 Rosa L. Parks Avenue, Nashville, TN 37243

Phone: 615-428-9840 or 615-532-7475

Method of Evaluation:

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal evaluation method, by using the following link:
www.TNRFP.com

Disclaimer of Subjectivity:

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

Protest Process:

Any protests or appeals of protest pursuant to this Proposal Request or the Notice of Intent to Award shall be handled in accordance with the SBC By-laws, Policy and Procedure Item 18.

SCHEDULE 1

Special Build Out Specifications:

PROGRAMMING SPACE NEEDS: The Department of Correction requires three separate zones for programming needs. Clients: Day Reporting Center (Zone 1) and Community Resource Center (Zone 2) and Personnel (Zone 3 = Secured zone). Client zones shall provide separation of programming needs. Personnel zone shall be a secured zone with secured access for staff only. Separate entrances and parking for client and staff are preferred.

The State's design team will use the Space Needs Analysis report below to determine space needs and configurations. Specifications for buildout can be found in the lease template.

KEY: O=Open office space; H or HA= Hard wall office space

P= Personnel, S = Space

11/9/2016

Space Needs Analysis Report

SNA Number: 32901-90-02

Agency: TDOC Washington Co.

Description: Johnson City, TN

Prepared by: FMG

Checked by:

Personnel Total: 18 SNA Date: 11/8/2016

| Type | Standard | Description | Wall | Area | Count |
|------|----------|---|------|------|-------|
| P | 00000 | Spectrum Facilitator In office 50% to 74% of time. | O | 51 | 1 |
| P | 73162 | ASA 2 Space included in Reception Cubical. | None | 0 | 1 |
| P | 73633 | Program Director | H | 120 | 1 |
| P | 78132 | Correction Counselor 3 | O | 51 | 3 |
| P | 78133 | Correction Counselor 2 | O | 51 | 8 |
| P | 78143 | P/P Officer 3 In office 25% to 49% of time. | O | 51 | 2 |
| P | 79661 | Forensic Social Worker In office 50% to 74% of time. | H | 120 | 2 |
| S | CBR | Client Break Room Space for 20 chairs (no tables). Lessor to provide 2 - 120V/ 20 amp. dedicated circuits with isolated neutrals for agency supplied vending machines. Agency requesting that there be no base and wall cabinets or sink. | HA | 400 | 1 |
| S | CIR | Client Interview Room Used for conducting interviews with clients. | H | 100 | 2 |
| S | CR | Conference Room Seating for 15. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. | H | 250 | 1 |
| S | CR1 | Class Room 1 Minimum seating for 30 at tables. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. | HA | 900 | 1 |
| S | CR2 | Class Room 2 Table based training for 15. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. Agency will pay for installation of full floor to ceiling whiteboard in this room. | HA | 450 | 1 |
| S | CRCWR | CRC Waiting Room Community Resource Center waiting room with seating for 10. With transaction countertops and locking sliding pass-thru window to Reception cubical. Waiting room will need direct access to one unisex single stall client restroom. Client and staff restrooms will be separate and will not share the same plumbing wall. | HA | 300 | 1 |
| S | CTR | Computer Training Room | HA | 600 | 1 |

Space Needs Analysis Report v1.0 (Archibus)

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Computer training for 15 students. Agency will be using a minimum of 16 desktop computers (15 - for students and 1 - for instructor) and 1 - network multi-function printer. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector.

| | | | | | |
|--|-------|-------------------------|----|-----|---|
| S | DRCWR | DRC Waiting Room | HA | 300 | 1 |
| Day Reporting Center waiting room with seating for 10. With transaction countertops and locking sliding pass-thru window to Reception cubical. Waiting room will need direct access to one unisex single stall client restroom. Client and staff restrooms will be separate and will not share the same plumbing wall. | | | | | |
| S | DTPR | Drug Testing Prep. Room | H | 100 | 2 |
| Countertop with sink. | | | | | |
| S | DTR | Drug Testing Room | H | 100 | 2 |
| Each room with watercloset and countertop with sink. | | | | | |
| S | E | Enclave | H | 120 | 1 |
| Offender orientation and assessment. | | | | | |
| S | EBR | Employee Break Room | H | 150 | 1 |
| With base and wall cabinets, countertop with sink. Lessor to provide a minimum of 4 - 120V/ 20 amp. dedicated circuits with isolated neutrals for agency supplied coffee maker, microwave, refrigerator and possible vending machine. | | | | | |
| S | FAH | Free Address Hoteling | O | 51 | 3 |
| Used by traveling staff, interns and volunteers. | | | | | |
| S | FSR | File Storage Room | H | 200 | 1 |
| S | MA | Mail Area | O | 48 | 1 |
| S | MER | Medical Exam Room | H | 200 | 1 |
| Used for wellness screening with sink, countertop and cabinets. Agency will supply exam table and medical equipment. | | | | | |
| S | MFC | Multi-Function Copier | O | 50 | 2 |
| S | PSB | Paper Shredder Bin | O | 6 | 1 |
| S | RB | Recycle Bin | O | 6 | 1 |
| S | RC | Reception Cubical | O | 100 | 1 |
| Used by ASA 2. | | | | | |
| S | SER | Security Equipment Room | H | 48 | 1 |
| Room for agency supplied building security monitoring and recording equipment. Lessor to provide a minimum of 4 - 120V/ 20 amp. dedicated circuits with isolated neutrals for this room. Room must be temperature controlled. | | | | | |
| S | SR | Supply Room | H | 100 | 1 |
| S | TC | Telecom. Closet | H | 80 | 1 |
| For telephone and computer equipment. Room must be temperature controlled. | | | | | |
| S | TR | Training Room | HA | 450 | 1 |
| Table based training for 15 students. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. Agency will pay for installation of full floor to ceiling whiteboard in this room. | | | | | |

Space Needs Analysis Report v1.0 (Archibus)

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Comment:

Day Reporting & Community Resource Center. Lessor must design HVAC system in all training and meeting rooms to maintain proper temperatures with doors closed. Agency will be installing building security alarm system including video cameras throughout space.

SNA Number: 32901-90-02

Major Circulation: 30% 2,250
Total Area Needed: 7,501
GRAND TOTAL: 9,751

| | | |
|------------------|-------------|-------------|
| Suggested Range: | <u>Min.</u> | <u>Max.</u> |
| Usable: | 9,800 | 10,400 |
| Rentable: | 10,800 | 11,400 |

Prototype/Concept Floorplan
(Not to be used for construction)

